



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-459

Date: December 4, 2002

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### 3 FAM 3350 ABSENCE FOR MATERNITY PURPOSES AND 3 FAM 3410 ANNUAL LEAVE

#### MAJOR CHANGES

1. References to form SF-71 were changed to OPM-71. No other changes were made to this document.
2. The legal authority and additional reference materials can be found at the following websites:
  - Code of Federal Regulations (CFR)—  
<http://frwebgate.access.gov/egi-bin/get-cfr>,
  - United States Code (U.S.C.)—  
<http://www4.law.cornell.edu/uscode>; and
  - Office of Personnel Management—  
<http://www.opm.gov>
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

## FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the old subchapter 3 FAM 3350 (TL:PER-396; dated 03-08-2001, 3 pages), and replace it with the revised 3 FAM 3350 (3 pages total). Remove and destroy the old subchapter 3 FAM 3410 (TL:PER-367; dated 04-08-1999, 8 pages), and replace it with the revised 3 FAM 3410 (9 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-456 and initial.

## DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room B-935, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(M/DGHR/MED)